

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

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### N. FORMS

#### Training Modules, Lessons and Clinic Forms

Please use the following tables to ensure that your agency is using current training modules, participant lessons and clinic forms. This list will be revised annually with the P&P; some forms are updated frequently. Forms and revision dates may change without notice.

#### Staff Training Modules

Module	Current Version	Where to Find
Anthropometric	February 2009	Website
Basic Nutrition*	May 2011	Website
Breastfeeding – Section K of the WIC P&P	2011 P&P	Policy and Procedure Manual
Civil Rights	November 2010	Website
Civil Rights PowerPoint Presentation, Post- test		Contact State Operations Coordinator
Clerical	February 2009	Website
Laboratory Screening	March 2004	Website
Life Cycle Nutrition*		Contact State Nutrition Coordinator
Participant Violations	March 2011	Website
Stages of Change	July 2007	Website
VENA Module II	November 2006	Website
Vendor Management for Local Agency Representatives	July 2011	Website

\*All RDs are exempt from completing nutrition modules.

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

### Class List

<b>Lesson</b>	<b>Topic</b>	<b>Developed by</b>	<b>Format</b>
Beans Made Easy	BEAN	Wasatch	BB
Legumes	BEAN	Utah County	BB
Dried Beans 101	BEAN	Wasatch	FD
Breastfeeding Class	BF	Bear River	FD
Let's Talk About Breastfeeding	BF	State	SP
What Are Your Feelings about Breastfeeding?	BF	State	FD
Support for Breastfeeding Moms	BF	wichealth	WB
Break-the-fast	BKF	Southwest	BB
Breakfast - Quick and Healthy	BKF	Salt Lake Valley	FD
Child's Play - Limiting Screen Time	C	Southwest	BB
Food or Feud	C	Salt Lake Valley	BB
Grow Happy Kids	C	Utah County	BB
Feeding Young Children: Food or Feud?	C	Salt Lake Valley	FD
How to Cope with a Picky Eater	C	State	FD
Mealtime Management	C	Southeast	FD
Mealtime Routines	C	State	FD
Reward with Love	C	State	FD
Who's In Charge of the Food?	C	State	FD
Making Mealtime Happy Time	C	State	SP
Create Good Eating Habits in Your Child	C	wichealth	WB
Fun and Healthy Drinks for Kids	C	wichealth	WB
Healthy Happy Active Children	C	wichealth	WB
Help Your Child Make Good Eating Choices	C	wichealth	WB
Secrets of Feeding Picky Eaters	C	wichealth	WB
Trust Your Child to Eat Enough	C	wichealth	WB
New Food Rule	CERT	State	BB
Using WIC Tools	CERT	Utah County	BB
New Food Rule	CERT	State	FD
Make Healthy Choices and Limit Trans Fatty Acids	CONS	State	FD
Understanding and Applying MyPyramid	CONS	Salt Lake Valley	FD
Using Nutrition Labels to Make Healthy Food Choices	CONS	State	FD

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

MyPyramid	CONS	Salt Lake Valley	SP
Steps to a Healthier Family	CONS	wichealth	WB
Immunizations	DIS	Utah County	BB
Family Health History - Know Your Past Protect Your Future	DIS	State	FD
Preventing Heart Disease	DIS	Salt Lake Valley	FD
Preventing Type 2 Diabetes	DIS	Salt Lake Valley	FD
Preventive Measures to Avoid Getting the Flu	DIS	State	FD
Fast Food: Healthier Choices When Eating Out	EAT	State	FD
Making Healthier Choices When Eating Out	EAT	Salt Lake Valley	FD
Emergency Preparedness	EMER	Utah County	BB
Emergency Preparedness (72 Hour Kits)	EMER	Salt Lake Valley	FD
The Sweet Tooth	ESS	State	FD
Healthy Whole Grains	ESS	wichealth	WB
Water - A Nutrient for Life	FLD	Salt Lake Valley	FD
Food Safety: Preventing Food Borne Illness	FSAF	Salt Lake Valley	FD
Fruits & Veggies - More Matters	FV	Utah County	BB
Phytochemicals	FV	TriCounty	FD
Selecting and Storing Fresh Fruits and Vegetables	FV	Salt Lake Valley	FD
Fruits & Veggies - More Matters	FV	State	BB
Fruits & Veggies - More Matters	FV	State	FD
Fruits & Veggies - More Matters	FV	State	SP
Baby's First Cup	I	wichealth	WB
Feeding Your Young Child	I	State	FD
Infant Feeding Class	I	Bear River	FD
Infant Feeding Class 6-12 months	I	State	FD
Infant Feeding Class Birth-6 months	I	State	FD
Is Your Baby Ready to Eat?	I	Southeast	FD
Infant Feeding 6-12 Months	I	State	SP
Infant Feeding Birth-6 Months	I	State	SP
Starting Your Infant on Solid Foods	I	wichealth	WB
Smart Shopping	MENU	Southeast	BB
Smart Snacking	MENU	Salt Lake Valley	BB
Easy Meals for Busy Families	MENU	State	FD

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

Mealtime Management	MENU	Southeast	FD
Mealtime Routines	MENU	State	FD
Menu Planning and Defensive Shopping	MENU	Salt Lake Valley	FD
Shopping on a Budget	MENU	Bear River	FD
Smart Snacking for Children	MENU	Salt Lake Valley	FD
What's for Dinner?	MENU	Tri County	FD
Make Meals and Snacks Simple	MENU	wichealth	WB
Anticipatory Guidance for Postpartum Depression	N	State	FD
Returning to Your Pre-pregnancy Weight	N	State	FD
Surviving After Birth	N	State	FD
Are You Ready?	N	State	SP
Be Healthy as Your Baby Grows	N	wichealth	WB
Iron Deficiency Anemia	NUTC	Wasatch	BB
Calcium: No Bones About It Calcium is Great	NUTC	State	FD
Folic Acid	NUTC	Salt Lake Valley	FD
How to Have Healthy Blood!	NUTC	State	FD
Strong as Iron	NUTC	Wasatch	FD
The Importance of Good Dental Health for the Entire Family	ORAL	Salt Lake Valley	FD
A Facilitator's Guide to Leading the Prenatal Discussion Group	P	Bear River	FD
Exercise during Pregnancy	P		FD
Growing Healthy Babies	P		FD
Lowering Your Risk of Preterm Birth	P	State	FD
Nutrition during Pregnancy	P	State	FD
Prenatal Nutrition Class	P	Salt Lake Valley	FD
Growing Healthy Babies	P	State	SP
Lowering Your Risk of Preterm Birth	P	State	SP
What You Need to Know about Gestational Diabetes	P	State	SP
Being More Physically Active and Watching Less TV	PHYS	Salt Lake Valley	FD
Let's Really Get Moving	PHYS	Salt Lake Valley	FD
Folic Acid	WHI	Salt Lake Valley	BB
Domestic Violence	WHI	State	FD

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

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### **Key:**

*BB=Bulletin Board*

*FD =Facilitated Discussion*

*SP=Self-Paced*

*WB=Web-Based*

*BEAN=Beans*

*BF=Breastfeeding*

*BKF = Breakfast*

*C=Child*

*CERT=Certification Core Contact*

*CONS=Consumer Nutrition*

*DIS=Disease Prevention*

*EAT=Eating Out*

*EMER=Emergency Preparedness*

*ESS=Essential Nutrients*

*FAL=Food Allergies*

*FLD=Fluids*

*FSAF=Food Safety*

*FV=Fruits and Vegetables*

*HWT=Healthy Weight*

*I=Infant*

*MENU=Menu Planning*

*N=Postpartum*

*NUTC=Nutrients of Concern*

*ORAL=Oral Health*

*P=Prenatal*

*PHYS=Physical Activity*

*WHI=Women's Health Issues*

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

### Clinic Forms

<b>P&amp;P Section</b>	<b>Form</b>	<b>Last Revised date</b>	<b>Where to Find</b>
B. Staffing	Application for Paraprofessional/CPA Training		Contact State office
B. Staffing	CEU Form		Contact State office
B. Staffing	Civil Rights Training Post Test		Contact State Operations Coordinator
B. Staffing	Civil Rights Training Sign in Sheet	11/2006	Website
B. Staffing	Module Completion Log	07/2011	Website
B. Staffing	Module Preceptor Guide	07/2011	Website
B. Staffing	Nutrition In-Service Evaluation Form	06/2008	Website
C. Certification	Formula and Food Authorization (Child-Women)	08/04/10	Website, clinic order form
C. Certification	Formula and Food Authorization (Infant)	08/04/10	Website, clinic order form
C. Certification	General Signature document		VISION System Printouts Menu
C. Certification	Health Data Referral Form	04/03/08	Website, clinic order form
C. Certification	Homeless Shelter Monitoring Form	06/2007	Website
C. Certification	ID Packet	04/01/2011	Clinic order form
C. Certification	ID Packet (Spanish)	04/01/2011	Clinic order form
C. Certification	Immunization Release of Information Form	05/02/2008	Website, clinic order form.
C. Certification	Immunization Release of Information Form (Spanish)	05/02/2008	Website, clinic order form.
C. Certification	Information Sharing	11/1/2006	Website

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

C. Certification	Newborn Identification Form	11/09	Clinic order form
C. Certification	Release of Information		VISION System Printouts Menu
C. Certification	Rights and Responsibilities Form (VISION) Spanish	04/01/2011	Clinic order form, Website
C. Certification	Rights and Responsibilities Form (VISION)	04/01/2011	Clinic order form, Website
C. Certification	Screening and Infant Feeding Assessment Plan	02/12/2008	Website, clinic order form
C. Certification	Signed Statement		VISION System Printouts Menu
C. Certification	Verification of Certification (VOC)		VISION System Printouts Menu
C. Certification	Voter Registration Form- Agency Based		Clinic order form
F. Vendor Management	Attendance Record for Vendor Training		Contact State Vendor Coordinator
F. Vendor Management	Bookkeeper Info Sheet		Website, Contact State WIC Office
F. Vendor Management	Bookkeeper Training Manual		Website, Contact State WIC Office
F. Vendor Management	Cashier Training Module	(updated annually)	Contact State WIC Office
F. Vendor Management	Checklist for 3 Year Interactive Training		Contact State Vendor Coordinator
F. Vendor Management	Checklist for Initial Vendor Training		Contact State Vendor Coordinator
F. Vendor Management	Food Price Reporting List	<i>Updated quarterly</i>	Contact State Vendor Coordinator
F. Vendor Management	Initial Evaluation Form for New WIC Vendors		Contact State Vendor Coordinator
F. Vendor Management	Local Agency Vendor Complaint Form	06/2010	Website

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

F. Vendor Management	Local Agency Vendor Follow-up Form		Contact State Vendor Coordinator
F. Vendor Management	Vendor 3 Year Interactive Training Post Test		Contact State Vendor Coordinator
F. Vendor Management	Vendor 3 Year Training PowerPoint Presentation		Contact State Operations Coordinator
F. Vendor Management	Vendor Agreement		Contact State Vendor Coordinator
F. Vendor Management	Vendor Business Reply Cards		Contact State WIC Office
F. Vendor Management	Vendor Contact Documentation Log		Website or contact State Vendor Coordinator
F. Vendor Management	Vendor Instructions 3 Year Interactive Training		Contact State Vendor Coordinator
F. Vendor Management	Vendor Monitoring Instrument		Contact State Vendor Coordinator
F. Vendor Management	Vendor Stamp Information Packet		Contact State Vendor Coordinator
F. Vendor Management	Vendor Stocking Requirement Verification Form		Contact State Vendor Coordinator
F. Vendor Management	Vendor Training Manual	(updated annually)	Contact State Vendor Coordinator
F. Vendor Management	Vendor Training Report		Contact State Vendor Coordinator
F. Vendor Management	WIC Vendor Window Decal	New logo	Contact State WIC Office
G. Ineligibility	Missed Appointment Letter		Use local letterhead
G. Ineligibility	Notice of Disqualification		VISION System Participant Violations Screen



# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

G. Ineligibility	Notice of Ineligibility		VISION System Printouts Menu
G. Ineligibility	Notice of Missed Appointment		VISION System
G. Ineligibility	Notice of Program Violation (Participant Violation)		VISION System Participant Violations Screen
G. Ineligibility	Notice of Termination		VISION System Printouts Menu
G. Ineligibility	Notice of Waiting List		VISION System Printouts Menu
G. Ineligibility	Participant Alleged Violation Letter	10/1/2006	Use local letterhead, body on website
G. Ineligibility	Participant Alleged Violation Letter (Spanish)	10/1/2006	Use local letterhead, body on website
G. Ineligibility	Participant Alleged Violation Missed Appointment and Suspension Letter - Certified	10/1/2006	Use local letterhead, body on website
G. Ineligibility	Participant Alleged Violation Missed Appointment and Suspension Letter - Certified (Spanish)	10/1/2006	Use local letterhead, body on website
G. Ineligibility	Participant Violation Log	10/2009	Website
G. Ineligibility	Participant Violation Missed Appointment Letter - Certified	10/1/2006	Use local letterhead, body on website
G. Ineligibility	Participant Violation Missed Appointment Letter - Certified (Spanish)	10/1/2006	Use local letterhead, body on website
G. Ineligibility	Participant Violation No Phone Number Letter - Certified	10/1/2006	Use local letterhead, body on website

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

G. Ineligibility	Participant Violation No Phone Number Letter – Certified (Spanish)	10/1/2006	Use local letterhead, body on website
G. Ineligibility	Recertification Letter		Use local form
G. Ineligibility	Recertification Letter (Spanish)		Use local form
G. Ineligibility	Repayment of Program Benefits Letter	08/2011	Clinic order form, website
G. Ineligibility	Repayment of Program Benefits Letter (Spanish)	08/2011	Clinic order form, website
H. Supplementary Foods	Authorized Foods booklet (Food Card)	11/2011	Clinic order form
H. Supplementary Foods	Authorized Foods booklet (Food Card) Spanish	11/2011	Clinic order form
H. Supplementary Foods	Authorized Foods Cereal and Juice INSERT	11/2011	Clinic order form
H. Supplementary Foods	Authorized Foods Cereal and Juice INSERT (Spanish)	11/2011	Clinic order form
H. Supplementary Foods	Powdered Formula Fact Sheet/Waiver	3/2006	Website
H. Supplementary Foods	Powdered Formula Fact Sheet/Waiver (Spanish)	3/2006	Website
H. Supplementary Foods	Product Guide	09/2011	Website
H. Supplementary Foods	Soy Beverage Insert	12/2011	Clinic order form, website
H. Supplementary Foods	Special Food Letter (Rare Exception)	2/2/2009	Use local letterhead, body on website
H. Supplementary Foods	Special Food Letter (Standard)	8/03/2010	Use local letterhead, body on website

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

I. VENA & Nutrition Education	Abnormal Bloodwork Notice		VISION System Blood Screen
I. VENA & Nutrition Education	Centrifuge Maintenance Form		Use local form or contact State office
I. VENA & Nutrition Education	Class List	07/2009	Website
I. VENA & Nutrition Education	Equipment Maintenance Form		Use local form or contact State office
I. VENA & Nutrition Education	Instructor Evaluation Forms: - Facilitated Discussion - Bulletin Board - Self-Paced	12/2008	Website
I. VENA & Nutrition Education	Nutrition Ed Class Appointment Reminder		VISION System
I. VENA & Nutrition Education	Nutrition Education Materials Evaluation Form	08/2003	Use local form or contact State office
I. VENA & Nutrition Education	Nutrition Module Completion Log	07/11	Contact State Office
I. VENA & Nutrition Education	Participant Evaluation Forms: - Facilitated Discussion - Bulletin Board - Self-Paced - Web-Based	12/2008	Website
I. VENA & Nutrition Education	Teacher Evaluation Form	09/2007	Website
I. VENA & Nutrition Education	WIC Nutrition Education Materials Order Form		Contact State WIC Office
K. Breastfeeding	Breast Pump Inventory	12/2006	Website
K. Breastfeeding	Breast Pump/Aid Loan Agreement Form	6/2011	Website, clinic order form

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

K. Breastfeeding	Breast Pump/Aid Loan Agreement Form (Spanish)	6/2011	Website, clinic order form
K. Breastfeeding	Breastfeeding Equipment Training Record	12/2006	Website
K. Breastfeeding	Breastfeeding Monthly Supply Inventory Log	02/2009	Website
K. Breastfeeding	Breastfeeding Supplies Order Form	12/2006	Website
K. Breastfeeding	Electric Breast Pump Return Request Letter		Website
K. Breastfeeding	Electric Breast Pump Tracking & Maintenance - Multiple Pumps	12/2006	Website
K. Breastfeeding	Electric Breast Pump Tracking & Maintenance - Single Pump	12/2006	Website
K. Breastfeeding	Prenatal Infant Feeding Survey	10/2006	Website, clinic order form
K. Breastfeeding	Single-User Breast Pump Release Form	05/2011	Website, clinic order form
K. Breastfeeding	Single-User Breast Pump Release Form (Spanish)	05/2011	Website, clinic order form
L. Program Operations	Civil Rights "And Justice for All" Poster		Contact State WIC Office
L. Program Operations	Clinic order Form		Contact State WIC Office
L. Program Operations	Document Destruction Log	08/10	Website or use local form
L. Program Operations	Inventory Log	03/19/08	Website or use local form
L. Program Operations	Non-discrimination Statement instructions	3/2011	Website
L. Program Operations	WIC and You	<i>Income guidelines updated annually.</i>	Website

# Utah WIC Policy and Procedures Manual

## Section N: List of Forms

---

L. Program Operations	WIC and You (Spanish)	<i>Income guidelines updated annually.</i>	Website
M. Audits & Monitoring	Management Evaluation Self Evaluation Tool	Section M.4 & M.5 of P&P	Website